

SECRET

OFFICE OF TRAINING


Clandestine Service Records III #6-69

(Records Officer Briefing)

23 - 24 June 1969

(12 Hours)

Room 1A-13, Headquarters Building


Chief Instructor

25X1A

Room 615, 1000 Glebe Road

Extension 3396

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S E C R E T

- OBJECTIVES -

STATINTL

This course is intended to familiarize the Records Officer appointee with his duties, as defined in [REDACTED]. It deals with his responsibilities in correcting, retiring, or disposing of records; his part in opening, closing, and amending files, or in desensitizing CS Records material; and his function as a guide for information on the proper handling of records. The effect of his work on operations is considered. Special attention is given to his relationship with the Records Integration Division, the CS Records Review Group, and the CS Records Committee.

He will also become familiar, through practice, with handling documents referred to him for action.

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Monday, 23 June 1969

0830 - 0900	Administration and Introduction
0900 - 0925	The Records Officer and his Responsibilities
0930 - 1000	Opening, Closing, and Amending CS Files
1010 - 1030	Sensitive Documents
1035 - 1100	Consolidation of CS Files and Removal of Restriction
1110 - 1200	Practical Exercise: Review of CS Material for Destruction

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Tuesday, 24 June 1969

0900 - 1130	Practical Exercise, continued
1130 - 1200	Conclusion and Final Administration

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